

## **Trial De Novo Case Information**

[www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet)

## **Trial De Novo Hearings**

If you are not present in court on your hearing date and time, the Court may find that you have abandoned the trial de novo and remand the case back to the Kansas City Municipal Division for execution of judgment on your original sentence.

## **Trial De Novo Hearing Locations**

Your paperwork will show whether your hearing is in Jackson County, Platte County or Clay County.

### **16th Judicial Circuit of Jackson County**

Unless another location is specified on your paperwork, hearings are held at:

#### **Albert Riederer Community Justice Complex**

1315 Locust, 2<sup>nd</sup> Floor  
Kansas City, MO 64106  
Phone: 816-881-4350  
[www.16thcircuit.org/](http://www.16thcircuit.org/)

### **6<sup>th</sup> Judicial Circuit of Platte County**

Platte County Courthouse  
328 Main Street  
Platte City, MO 64106  
Phone: 816-858-2232  
[www.co.platte.mo.us/circuitclerk](http://www.co.platte.mo.us/circuitclerk)

### **7<sup>th</sup> Judicial Circuit at Clay County**

James S. Rooney Justice Center  
11 South Water Street  
Liberty, MO 64068  
Phone: 816-407-3850  
[www.circuit7.net/](http://www.circuit7.net/)

## **CIRCUIT COURT OF MISSOURI SIXTEENTH JUDICIAL CIRCUIT COURT KANSAS CITY MUNICIPAL DIVISION**

511 E. 11<sup>th</sup> Street  
Kansas City, Missouri 64106  
Phone: 816-513-2700  
Fax: 816-513-6782  
Email: [court@kcmo.org](mailto:court@kcmo.org)



## **A GUIDE TO FILING A TRIAL DE NOVO/APPEAL**

A trial de novo is a brand-new trial in a different division of the Circuit Court. It is as if the trial in the Kansas City Municipal Division did not occur.



## Are you eligible for Trial De Novo/Appeal?

1. You **are eligible** to file a trial de novo when you plead not guilty but were found guilty by the Court.
2. You **are eligible** to file a trial de novo if you plead not guilty and received a Suspended Imposition of Sentence (SIS) probation and that probation was later revoked.
3. You **are not eligible** to file a trial de novo if you plead guilty.
4. You **are not eligible** to file a trial de novo upon the revocation of your probation if you originally plead guilty.
5. You **must file** your trial de novo **within 10 (ten) calendar days** of the Court's decision. If the 10th calendar day falls on a Saturday, Sunday or legal holiday, the deadline will be the next business day. No time extensions can be granted.
6. **Paying any part** of the fine or court costs will **deny your eligibility** for the trial de novo process.



## Filing for Trial De Novo In-Custody

1. Request trial de novo application from correctional facility staff.
2. Provide the following information on the application:
  - Case number(s)
  - Judgment date
  - Updated address
  - Updated phone number
  - Sign and date application
3. Give the signed application to correctional staff within ten calendar days of the guilty finding.
4. If you remain in custody, you will be deemed eligible to proceed as a poor person and your application will be processed with no filing fee.
5. The Municipal Court will process the filing and forward your case to the Circuit Court within 15 days.

## Filing for Trial De Novo Out of Custody

1. File a trial de novo application at the Violations Bureau on the 1<sup>st</sup> Floor of the Municipal Court. Trial de novo applications will automatically default to the 16<sup>th</sup> Judicial Circuit Court at Jackson County. However, you may request the trial to be in Clay or Platte Counties if the offense occurred there.
2. Provide the following information on the application:
  - Case number(s)
  - Judgment date
  - Updated address
  - Updated phone number
  - Sign and date application
3. You will be required to post the bond amount set by the judge, if any as well as a \$30.00 filing fee.
4. If you cannot afford to pay the \$30.00 filing fee or the bond amount, you may request to proceed as a poor person. Additional paperwork must be completed and signed by the sentencing judge.
5. The Municipal Court will process the filing and forward your case to the Circuit Court within 15 days.

*\*All filings and motions are to be filed with the Circuit Court after the case has been transferred to the Circuit Court. Including but not limited to: A formal Entry of Appearance, Motion for Dismissal, Motion for Continuance, etc.*